Commercial Lighting Audit Checklist

38 items for the site walk-through. Tick the boxes on screen or print it for the clipboard.

CLIENT	FACILITY
SITE ADDRESS	FACILITY CONTACT
AUDIT DATE	AUDITOR

01 General Site Information

Capture before or right on arrival — 8 items

- [ ] Client and facility name and address
- [ ] Primary contact: name, phone, email
- [ ] Building type (warehouse, office, retail, industrial, institutional)
- [ ] Total gross square footage
- [ ] Floors, wings or buildings, and the spaces in each
- [ ] Year built and last lighting renovation
- [ ] Floor plan or a hand-drawn map of the spaces
- [ ] Areas explicitly out of scope, with the reason

Field tip *Map the building first: floors or wings, then the rooms in each. Every fixture line you record belongs to one space.*

02 Financial & Utility Data

Confirm with the facility manager, do not guess — 7 items

- [ ] Utility provider name
- [ ] Current utility rate ($/kWh), from the bill, not an estimate
- [ ] Demand rate ($/kW per month) if it applies
- [ ] Average monthly electricity spend
- [ ] Last 12 months of utility bills (request before the visit)
- [ ] Rebate program name and per-fixture or per-watt amounts
- [ ] Rebate application deadline, if any

Field tip *Use the rate from the bill. An average or a guessed rate moves every dollar figure in the proposal.*

03 Lighting Inventory

One line per fixture type per space, not per unit — 14 items

- [ ] Fixture type (T8, metal halide, HPS, CFL and so on)
- [ ] Lamp designation (F32T8, MH400/U, HPS250)
- [ ] Ballast type: magnetic or electronic (critical for HID and older T8)
- [ ] Input wattage from the nameplate or a measurement, not the lamp rating
- [ ] Quantity per space
- [ ] Mounting height (especially in warehouses over 16 ft)
- [ ] Ceiling height and floor area of the space
- [ ] Operating hours per day
- [ ] Operating days per year
- [ ] Color temperature of the existing lamps (so the LED matches)
- [ ] Condition: good, fair or poor
- [ ] Scope: in scope, leave as-is, excluded or emergency only
- [ ] Location note (Bay 3, Row A, west wall)
- [ ] Photos: fixture, nameplate, and anything unusual or damaged

Field tip *Read the nameplate. A 400W metal halide draws about 458W with its ballast, and the savings depend on that number.*

04 Controls & Operational Observations

Shapes the controls opportunity and the proposal — 9 items

- [ ] Occupancy pattern per space: always occupied, intermittent or rarely occupied
- [ ] Daylight per space: high, moderate or none
- [ ] Existing controls per space (switches, occupancy or vacancy sensors, daylight sensors, timers, dimmers, panels)
- [ ] Controls to add per space, with a quantity for each type
- [ ] Areas with complaints (too dark, too bright, flickering)
- [ ] Shift schedule and any after-hours lighting needs
- [ ] Emergency and egress lighting: in scope or separate
- [ ] Access limits (height, permits, operating constraints)
- [ ] The client's openness to controls (ask directly, it changes the scope)

Field tip *Write down what each room has today before suggesting anything. Controls are site specific, so note what needs a closer look.*

Site walk kit

Pack the day before

- [ ] Light meter (footcandles)
- [ ] Ladder, or a lift arranged with the site
- [ ] Camera or iPad, fully charged
- [ ] PPE the site requires (glasses, vest, boots, hard hat)
- [ ] Laser distance meter or tape measure
- [ ] Flashlight
- [ ] Floor plan and the last 12 months of bills
- [ ] Escort and keys for locked rooms and roofs

Notes

Skip the clipboard next time

LumaQuote Field on iPad captures every item on this list, with photos, and works with no signal. The audit then opens on your computer as a priced retrofit proposal. Free plan: 3 proposals, no credit card.

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